



## ASSISTANT CITY MANAGER

Job Code: 1002

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o024

### NATURE OF WORK

The fundamental reason this classification exists is to direct administrative work relating to the full range of municipal management issues, and serving as Acting City Manager in the Manager's absence. The position is one of three Assistant City Managers that report directly to the City Manager. Each Assistant City Manager is responsible for an assigned portfolio of Department oversight responsibilities on behalf of the City Manager. At present the portfolios are organized around operating departments, development/arts/culture departments and administrative departments. Subject to general supervision and policy determinations of the City Manager, duties of this position are carried out with wide latitude, judgment and discretion. Work is subject to evaluation on the basis of results achieved.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Provides general assistance to the City Manager, and serves as Acting City Manager when the Manager is absent
- Carries out the Manager's directives regarding interpretation of policies and represents the Manager in resolving problems and conflicts within City government
- Assists in the preparation of the annual budget and in its presentation to the City Commission
- As part of the City's Executive Management Team, the incumbent represents the City Manager and the City before the Commission, civic and other governmental agencies and neighborhood meetings
- Plans, directs, and coordinates Department and Divisional activities for the City based on general direction of the City Manager and policy directives of the Commission
- Assists in the development and updating of strategic plans and performance indicators that impact specific department and divisional areas of responsibility
- Ensures that City operating departments work together in an effective manner that results in the delivery of quality services that are integrated and efficient
- Performs specialized assignments designated by the City Manager in accordance with areas of expertise
- Confers with the City Manager on policy matters and proceeds as appropriate to ensure implementation and compliance
- Responds to inquiries from the public, civic and professional groups and the news media
- Performs related tasks as required.

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern municipal administrative methods, procedures, organizations and functions
- Knowledge of current social, political and economic trends and operating problems of municipal government
- Knowledge of applicable federal and state laws, rules and regulations regarding local government operations
- Knowledge of principles of effective public relations and interrelationships with community groups and agencies
- Knowledge of Public Administration principles, with particular reference to municipal administration, including basic principles of organization, management, and budget preparation
- Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations
- Ability to plan, direct and coordinate a varied work program on a large scale

- Ability to plan, and implement a balanced budget
- Ability to provide effective leadership and develop and maintain effective working relationships with City officials, employees, special interests groups and the general public
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to carry out brief, general instructions of a superior effectively and with dispatch
- Ability to perform a broad range of supervisory responsibilities over a group of senior managers

## MINIMUM REQUIREMENTS

- Any combination equivalent to experience and education that could likely provide the knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:  
**Experience** Seven years of progressively responsible experience in an Executive/Senior Management capacity in a large organization, involving the responsibility for the planning, organization, implementation and supervision of varied work programs and demonstrated leadership ability
- **Education** Masters Degree from an accredited college or university with major course work in Business Administration or a closely related field

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, electronic mail and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Strong stamina for complex work and able to work long hours.

## SUPERVISION RECEIVED

- General and specific assignments are received and work is performed with latitude for independent judgment in selection of work methods. Work is subject to review for compliance with City policies and objective.

## SUPERVISION EXERCISED

- Plans, organizes, and directs a variety of City departments
- Functions as directed by the City Manager